
SECTION: CERTIFICATION

SUBJECT: Transfers

ITEM: *Verification of Certification Cards and Documents --
Migrant Farmworkers*



Policy	<p>A local agency shall complete and issue a Verification of Certification (VOC) card or document, printed from the Integrated Statewide Information System (ISIS), to each participating family member of a family in which there is a migrant farmworker, if the family informs the local agency that they are likely to be relocating prior to the next food instrument pick-up appointment. A local agency shall also accept a valid VOC document from all migrant farmworkers who have been participating in the program in another local agency, either within or outside of California.</p>
Basis for policy	<p>7 CFR 246.7 (k) and 7 CFR 246.7 (d)(2)(ix)</p>
Definition of migrant farmworkers	<p>Refer to WIC 210-30 for the definition of migrant farmworkers.</p>
Definition of "instream"	<p>A migrant farmworker shall be considered "instream" if the current residence is <i>not</i> the home base.</p>
Completing a VOC for an instream migrant farmworker	<p>Refer to WIC 250-10 for general directions for issuing the VOC document. For instream migrant workers, income is the only item that is handled differently.</p> <p>Income eligibility of instream migrant farmworkers shall be determined once annually. A local agency shall <i>not</i> require determination of income eligibility for any instream migrant farmworker (or their family member) who presents an expired VOC card or document if income eligibility was determined less than 12 months prior to the current date. Income eligibility shall expire 12 months from the date of the last income determination.</p>

**Date income
eligibility last
determined**

A local agency shall verify the date that income eligibility was last determined is included on VOC cards or documents printed from the ISIS and issued to migrant farmworkers.

Example: On June 1, 2003 an instream migrant farmworker presents a VOC card with an expired certification period and an income determination dated within the past 12 months, as follows:

Certification Dates: October 5, 2002 through March 2003

Date of Income Determination: September 5, 2002

Since less than 12 months have elapsed since the date of income determination, income eligibility should not be determined and the individual shall be deemed to meet California's income criteria. If the person meets all other eligibility criteria, she/he shall be certified, subject to availability of caseload. The new VOC document which the agency prints from ISIS and issues to the migrant farmworker will include the dates of the current (new) certification period and the date of the prior income determination, as follows:

Certification Dates: June 1, 2003 through November 2003

Date Income Eligibility Last Determined: September 5, 2002

The participant(s) is certified for the full six months. In order to meet the requirement for annual income determination, income eligibility shall be reassessed mid-certification (September 2003), even though the certification period does not expire until November 2003. If the participant is found to be income ineligible mid-certification, she/he must be disqualified from the program.

Acceptance

Acceptance of VOC cards or documents

1. VOC with Current Certification Period: If the date of the last income determination is not present but the certification period has not expired, the local agency shall accept the VOC as proof of eligibility. The local agency shall *not* determine income eligibility until the VOC expires and a subsequent certification is conducted.
2. VOC with Expired Certification Period: If the date of the last income determination is not present and the certification period has expired, the VOC may *not* be accepted as proof of eligibility. The participant must be certified and must meet all eligibility criteria for continued benefits.

Migrant farmworker relocating

If the migrant farmworker family informs the local agency that they are likely to be relocating prior to the next voucher pick-up appointment, the local agency shall issue a new VOC by printing an ISIS VOC.

Retention of records

In the event that a migrant participant from another California WIC local agency submits a VOC card or document for a current certification period, the staff that receives the VOC card or document shall transfer that migrant participant into their own agency in ISIS and retain the VOC until at least the end of the stated certification period.. Local agency staff shall retain all incoming VOC cards and documents from local WIC agencies outside of California, for three years following the date of submission of the final expenditure report for the period to which the VOC card pertains. (See WPM Section 150-30).
